

SECRET

29 NOV 1974

MEMORANDUM FOR: Deputy Director for Administration
SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 29 November 1974:

a. Tropical Allowance. POSSIBLE KEY ITEM.

Payments are being made to settle the tropical differential entitlements for female contract employees formerly assigned in [REDACTED] Six eligible cases have been identified to date. These payments were triggered by a suit filed in the Court of Claims by [REDACTED] which is being settled out of court.

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b. Fair Labor Standards Act (FLSA). We are currently reviewing the feasibility and relative costs of procedures for computing and making payment for FLSA entitlements for the retroactive period from the 1 May effective date to the time the payroll system is revised to compute FLSA (estimated for summer or fall of 1975). A sample of overtime entitlements for employees eligible for FLSA indicates that approximately 400 employees would be due additional monies for FLSA for a pay period without a holiday. The sample indicates that over half of these employees would receive less than \$10.00 per biweekly period; however, approximately 40 employees would receive \$40.00 or more per biweekly pay period. We are in the process of estimating the annual cost of FLSA to assess the budgetary impact as a basis for early discussion with the Comptroller.

c. Key Building Data Access Center (DAC). Key DAC operating improvements are providing more timely reporting of payroll computer reports. During the past

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month the 0730 opening of the Key DAC has been formally approved. This earlier opening better enables Compensation and Tax Division to review various payroll exception messages for corrective action. The remote job terminal printer speed has been increased from approximately 400 to 500 lines per minute. Additional usage of the Key DAC for payroll operations is now being jointly reviewed by OJCS and OF.

d. OJCS Monthly Meeting. OF and OJCS representatives held their regular monthly meeting to discuss the status of current projects. The completed General Accounting System project proposal was made available to us for customer review and acceptance. Copies of the proposal are being made available to the senior Finance Officer in each of the Directorates for review and comment. The proposal provides for the commencement of parallel operations with the present system on 1 July 1975, with final implementation scheduled for 1 September 1975.

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2. Significant activities for the next week include the following:

a. Mid-Career Course. Mr. Yale will address the Mid-Career group on activities of the Office of Finance.

b. General Accounting System (GAS). We will meet with the senior Finance Officers of each of the Directorates to brief them on the GAS project proposal and to elicit their comments and endorsement for formal acceptance by the Director of Finance.



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for Thomas B. Yale
Director of Finance

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